

DEPARTMENTAL RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible clerical position, the primary duties are assisting the Assistant Police Chief in the management of the departmental records division, performing clerical duties, and office functions. The employees of this class prepares correspondence, receives and processes records and reports of the department, and enters records into the department computer. Departmental Records Clerk exercises no supervisory authority over the office personnel; however, the employee of this class works with a high level of independence, reporting to and having work reviewed by the Assistant Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists in the management of the records division. Recommends management policies, goals, and objectives for the division. Assists with informal on-the-job training for new employees of the division. Provides assistance to subordinates in technical areas of work. Receives, reviews, and processes assigned records, reports, mail, interdepartmental correspondence, and other materials in accordance with departmental procedures. Maintains a roster of department personnel including names, addresses, telephone numbers, and other pertinent information.

Sets up a filing system and files correspondence, forms, records, or reports numerically, or by subject matter. Periodically inspects systems and facilities for maintaining records and reports for adequacy and revises as needed. Maintains a library or archives of materials for future use or reference by departmental personnel including periodically inspecting systems and facilities for maintaining such. Develops new procedures for office functions when necessary.

Assists the Assistant Police Chief in overseeing the typing of letters, forms, memos, statements, formal reports, transcriptions, or any other documents assigned. Composes business letters using correct grammar and punctuation. Replies to routine correspondence or requests following departmental procedures on own initiative or from oral or written directions. Reads graphs, charts, manuals, and related departmental documents and organizes and compiles data needed for reports and writes reports. Proofreads typed material and corrects errors.

Completes all records required or assigned.

Operates a computer terminal in order to enter, copy, or remove information from files. Locates and retrieves information or documents from hard copy files and the computer database. Performs appropriate back-up function in computer files. Operates a facsimile machine, copying machine, calculator, mathematical computer software or computer scanning equipment.

Assists in the preparation of the departmental budget, compiling information to be used in developing the departmental budget as assigned. Submits police department expenses for payment and maintains current budget status reports. Posts items into journals, ledgers, or other accounting records and maintains balances. Collects fines and bond money and issues receipts.

Prepares purchase requisitions according to departmental procedures. Gets estimates on repair costs for any assigned equipment. Maintains the inventory of supplies and equipment for the department. Orders and distributes supplies and equipment as required.

Performs public relations duties by answering questions regarding operation of the department and related areas of departmental operations and conducting tours of department facilities.

Schedules appointments, meetings, and other events for departmental personnel, including keeping records of schedules and notifying proper personnel of scheduled events. Takes dictation and transcribes from notes or electronic recording device. Operates communications equipment for short periods to relieve communications officers.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of employment, but before beginning work in this class, must pass a standardized physical examination, the selection and administration of which will be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must not be less than twenty-one (21) years of age.